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STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**FISCAL YEAR 2003  
CHILD AND ADULT CARE FOOD PROGRAM  
OPERATIONAL MEMO #1**

**TO:** Child and Adult Care Food Program Sponsors

**FROM:** Peggy Pawelek Brown, Manager  
Food and Nutrition Program

**DATE:** October 10, 2002

**SUBJECT:** 60-Day Deadline And Late Claim Exceptions

<b>60 DAY DEADLINE</b>
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Claims for Reimbursement and Claim Amendments must be submitted electronically via the internet to the MDE, Child and Adult Care Food Program within 60 days following the last day of the month claimed. This regulation applies to **both** original and amended claims.

The following timetable must be followed in order to receive Child and Adult Care Food Program reimbursement:

CLAIM/AMENDMENT MONTH	DUE DATE		FINAL POSTMARK DATE
October, 2002	November	10, 2002	December 30, 2002
November, 2002	December	10, 2002	January 29, 2003
December, 2002	January	10, 2003	March 01, 2003
January, 2003	February	10, 2003	April 01, 2003
February, 2003	March	10, 2003	April 29, 2003
March, 2003	April	10, 2003	May 30, 2003
April, 2003	May	10, 2003	June 29, 2003
May, 2003	June	10, 2003	July 30, 2003
June, 2003	July	10, 2003	August 29, 2003
July, 2003	August	10, 2003	September 29, 2003
August, 2003	September	10, 2003	October 30, 2003
September, 2003	October	10, 2003	November 29, 2003

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### **WITHIN YOUR CONTROL EXCEPTION**

If the lateness of the claim/amendment is due to circumstances **WITHIN YOUR CONTROL**:

- < MDE has the authority to approve the payment of one late claim/amendment within a 36-month period.
- < This approval is an exception granted for the submission of a late claim/amendment when the circumstances were within your control.
- < MDE is able to grant approval and process the claim/amendment upon receipt of a corrective action plan. The plan must include:
  1. Actions taken to avoid repetition of the situation linked to the late claim/amendment submission;
  2. Actions taken to avoid any future late claim/amendment submission;
  3. A statement that your organization understands that a **WITHIN YOUR CONTROL** exception can only be granted every 36 months. Future late claims/amendments will not be paid unless your organization has **not** been granted an exception during the previous 36 month period **or** the lateness can be attributed to conditions outside your control; and
  4. The signature of the person who signed the CACFP Agreement/Extension.

### **OUTSIDE OF YOUR CONTROL EXCEPTION**

If the lateness of the claim/amendment was **OUTSIDE OF YOUR CONTROL** and you wish to request an exception to the regulations:

1. Submit a written request for an **OUTSIDE OF YOUR CONTROL** exception.
2. Include a detailed description of the events and circumstances that prevented the claim/amendment from being submitted on time.

October 10, 2002

MDE will review the information you provide.

- < If it is clear that the late claim/amendment submission was due to circumstances beyond your control, your request will be forwarded to the United States Department of Agriculture (USDA) for approval.
- < MDE does not have the authority to process late claims/amendments. Payment authority rests with the USDA regional office.

<b>SPECIAL NOTES</b>
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USDA regulations allow for claims to be amended at any time when the number of meals/snacks and/or costs reported on the amendment results in a downwards adjustment in the reimbursement value of the claim.

If you have any questions regarding this memo, please contact:

Ms. Jackie Higdon, Financial Administrative Assistant  
Child and Adult Care Food Program  
Michigan Department of Education  
P.O. Box 30008  
Lansing, Michigan 48909  
(517) 373-7391

**L Please keep this memo on file or in a notebook for quick and easy reference.**

PPB:glm